



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RETIREMENT TECHNICIAN	28	E	7.127

### DEFINITION OF CLASS:

Under general supervision, Retirement Technicians calculate and process purchase of service, repayment of withdrawn contributions, refunds and reimbursements. Calculate benefits and assist clients with benefit related matters.

### DISTINGUISHING CHARACTERISTICS:

This class is not part of a series. Incumbents report to a division chief in the Public Employees Retirement System.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Processes employer contributions by verifying and reconciling all information on employer contribution reports to ensure accuracy, confirming that employer has deposited contribution monies prior to crediting account and drafting of correspondence to employer regarding over/under payments and/or penalties as required by statute or policy.

Processes purchase of service, repayment of withdrawn contributions, refund and disbursement applications by reviewing file to determine eligibility and amount to be refunded/distributed, preparing proper paperwork to initiate computer generated check or agreement, reconciling error reports and verifying check registers.

Provides information and assistance to clients regarding service credit, insurance deductions, salary and contribution reporting, check deductions, basic retirement eligibility and other related matters.

Reviews enrollment, termination, direct deposit and/or change forms for completeness, inputs data in system and/or communicates with agency, employer or bank to obtain needed information and/or discuss problems and changes.

Verifies and reconciles premium deductions taken to those recorded on the applicable deduction report, makes manual adjustments, requests and mails checks and reports to agencies, organization and individual.

EXAMPLES OF WORK (Cont.)

Determines if missing checks have been cashed or forged, reviews forms submitted by retiree and reissues check and/or sends information to bank for investigation.

Calculates the taxable percentage of the retiree's benefit based on investment in the plan and the life expectancy of the recipient(s). Compiles a worksheet of relevant information and inputs percentage into retiree's account.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of State statutes and policies (past and present) relating to retiree benefits. Knowledge of federal laws regarding IRS codes and Social Security and COBRA. Knowledge of employer contribution factors. Knowledge of common investment returns available to individual members. Knowledge of Personnel Retirement Board policies, rules and procedures.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of office procedures, methods and equipment. General knowledge of accounting/bookkeeping practices, procedures and terminology.

Skill in written English sufficient to compose routine business correspondence and reports. Skill in basic mathematical computation (addition, subtraction, multiplication, and division) sufficient to calculate refunds, taxable benefits, etc.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school and three years of office/clerical experience involving public contact, record maintenance and applying rules and regulations; OR

II

An equivalent combination of education and experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

**7.127**

ESTABLISHED:	07/01/89P
	06/09/89PC
REVISED:	07/01/93P
	09/24/92PC